# WASHINGTON STATE TECHNOLOGY TRANSFER CENTER WST2 Educational Opportunities

### **Notice of Last Issue!**

Beginning January 2003, the Washington State Technology Transfer Center will begin distributing the WST2 Educational Opportunities and all training brochures electronically via e-mail and the internet through the WST2 Training List Serve. The WST2 Center will no longer distribute printed versions of these publications. In order to continue receiving your training announcements and the current WST2 training schedule, please subscribe to the WST2 Training List Serve at:

www.wsdot.wa.gov/TA/T2Center/T2hp.htm

To subscribe, just follow the simple instructions on the back of this page.



#### Here's how to add your name to the WST2 Training list serve.

The process is quick and easy. You can use your work or home e-mail address and receive training information in minutes instead of days. Going electronic with our training materials will help us to reduce our printing and mailing costs. However, if you are unable to receive electronic mail, give us a call so that we can continue to mail a printed copy to you. We appreciate your understanding of this cost-saving measure.

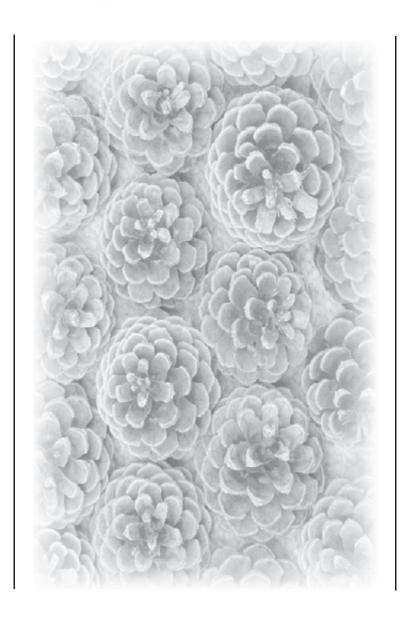
Log on to the WST2 Home Page:

#### www.wsdot.wa.gov/TA/T2Center/T2hp.htm

- Scroll down to "List Serves"
- Click on "WST2 Training"
- Enter your e-mail address in the space provided and click on "Immediate Delivery"
- Click on the "Submit" button
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If you have any questions about this process, please contact us at (360) 705-7386.

# WASHINGTON STATE TECHNOLOGY TRANSFER CENTER WASHINGTON STATE TECHNOLOGY TRANSFER CENTER Educational Opportunities



Publication 55 January 2003

A publication
of training
opportunities for
Washington State
Local Agencies



# Welcome to the Washington State Technology Transfer Center's Educational Opportunities

Most of the training information listed on these pages can be accessed from the WST2 web site at the address shown above. This site will always have the most current and up-to-date information on the WST2 training program with links to the other agencies in this publication. From this web site, you can access WST2 resources such as the pavement, traffic/safety, and technology integration management systems. You will find the audio-visual catalog, retired professional's program, and the WST2 quarterly newsletter. You can take a virtual tour of the Pacific NW Transportation Technology Expo, access list serves, order publications, and catch up on the latest WST2 news.

We hope that you will find the material in this publication to be useful to your agency. As always, if you have questions or comments on our WST2 program, give us a call — we like to hear from you.

Laurel Gray, Training Program Coordinator (360) 705-7355 or 1-800-973-4496 GrayL@wsdot.wa.gov

### **Public Agency Sponsored Training**

#### **Washington State T2 Center**

Laurel Gray (360) 705-7355 Wendy Schmidt (360) 705-7386 www.wsdot.wa.gov/TA/T2Center/training

To register for a class in this section, use the contact listed above.

The class fees shown apply to both public and private sector students.

Classes marked with an asterisk (\*) are part of the Road and Street Management Training Program and fulfill a portion of the core requirements needed for the Certificate of Achievement in Road Management. See page 5 for information on this program.

#### Construction Documentation (LAG Program)

January 14, Shoreline; January 15, Federal Way; January 21, Vacouver; February 11, Sequim; February 12, Tacoma; March 11, Spokane; March 12, Moses Lake; March 13, Yakima; April 8, Shoreline. Free. All Northwest Region agencies should call Dave Engle at (206) 440-4733 to register. This course is designed for construction inspectors and those that assist them. The course will provide an overview of the documentation required to ensure compliance with federal regulations in the administration of contracts funded by FHWA and in accordance with the Standard Specifications for Road and Bridges. Regional Local Programs staff will be in attendance to answer questions.

Introduction to the Design and Operation of Roundabouts

January 29, Lacey; February 5, Ellensburg. Free. Course sessions will give a basic understanding of roundabout intersection control and where it fits in the unsignalized intersection hierarchy. The safety and capacity thresholds expected from a good design of a single or multi-lane roundabout will be provided. Information on current and proven research of how safety and operational characteristics can be favorable, as well as where they can be in opposition to each other, will also be covered. In addition, the course will provide an item by item "to do" list for evaluating the type of intersection control needed at a location. Site specific conditions that favor a roundabout intersection over traditional types of control will be a significant session and will speak to the importance of determining, early in the planning stage, the type of intersection control that will be the most safe and efficient. Community relationships play a vital role in implementing a roundabout, therefore effective ideas will be stressed to participants on the different ways roundabouts can be introduced to a skeptical public. Also, the limitations and fatal flaws of roundabout implementation will be discussed and questions and answers from the audience will be addressed.

#### Bridge Condition Inspection Update (BCIU)

February 4-5, Lacey; February 19-20, Ellensburg; April 8-9, Spokane. Free. This course will provide information on the inspection manual and updates, laptop bridge inspections, load ratings and permitting and other important bridge inspection issues.

#### Bridge Condition Inspection Fundamentals (BCIF)

February 11-13, Lacey. Free to local agencies, \$150 to out of state. This course is designed to provide basic knowledge of bridge condition inspection, construction materials, material properties, bridge components and nomenclatures, loadings, stresses and strains, and deterioration of bridge materials and members. The training is intended to provide engineering or design technicians and other personnel, who have little or no background in bridges, a basic knowledge of bridges and bridge inspection skills. This course is preparatory to the Bridge Condition Inspection Training class.

#### Bridge Condition Inspection Training (BCIT)

March 3-7 and March 10-14, Lacey. Free to local agencies, \$150 to out of state. This two-week course is based on the "Bridge Inspector's Reference Manual" and will provide extensive training on the condition inspection of in-service bridges. Satisfactory completion of this course will fulfill the training requirements of the National Bridge Inspection Standards (NBIS) for "a comprehensive training course" based on the manual. The training course will cover: bridge inspection programs; review of basic concepts; safety; inspection documentation; inspection and evaluation of bridge decks, common timber, steel and concrete superstructures; and substructures, waterways, fracture critical bridge members, underwater inspections, and culvert inspection. For new bridge inspectors or those desiring a refresher. Should have general understanding of bridges.

#### Environmental Overview for Local Agencies (LAG Program)

February 12, Moses Lake; February 19, Everett; February 26, Olympia; March 5, Vancouver; March 12, Walla Walla; March 19, Colville; April 9, Seattle; April 16, Port Angeles. Free. This course will give a basic understanding of environmental procedures and documentation, when they apply, what they are, and how to properly fill out the paperwork. Also covered will be Informal and Formal Consultation, Memorandums of Agreement for adverse cultural/historical effects, Programmatic Section 106 Exemptions, Tribal Section 106 Relations and Traditional Cultural Properties, 4(f) Evaluations, Environmental Assessments, and Environmental Impact Statements. This course is for local agency staff, or consultants, who are responsible for environmental procedures and documentation of projects.

#### Contract Specification Writing (LAG Program)

March 20, April 22, May 1, October 7, November 6, December 9. Locations TBD. \$50. Instructor: Steve Boesel. This course will provide guidance and methods for writing consistently clear, concise, complete, and well formatted contract special provisions. It will provide attendees a thought process that can be used when writing or reviewing contract specifications to ensure the greatest possibility for a successful bid and a successful construction project. This course is for persons involved in the writing, reviewing, or enforcing of contract specifications.

#### Pavement Condition Rating\*

May 6-7, Ellensburg; September 9-10, Tacoma. \$45. Instructor: Bob Brooks. Participants will learn to rate any of the pavements commonly found in Washington. The rating values obtained using the definitions and methods learned in this course should compare favorably with those obtained and used in the Washington State Pavement Management System. Each participant should be able to perform a pavement condition survey with reasonable objectivity.

#### **Cultural Resources Workshop**

May 6-9, The Dalles, Oregon. \$325. This class provides an exceptional opportunity to work with the region's most qualified instructors in cultural resources. Sessions take place at the Gorge Discovery Center and Maryhill Museum. There will be discussions on Native American perspective on cultural resources, state archaeology, prehistory of Washington, Native American ethnobotany, prehistoric stone artifacts, rare plants, logging in the northwest, the historic Columbia River Highway, federal and state cultural resource regulations and how it applies to your agency. Highlights will be an evening dinner and discussion with a demonstration of flintknapping, and a field trip where participants will see ancient petroglyphs and will learn how to "read" the landscape and recognize the probable cultural resources located at the site. This course is offered twice yearly in the spring and fall.

#### Basics of a Good Gravel Road\*

May 6, Okanogan; May 8, Bellingham; May 13, Tacoma, May 15, Port Orchard. \$35. Instructor: Bill Heiden. This is a basic road maintenance class. All major problems of unpaved gravel roads will be addressed: washboarding (corrugation), traffic patterns, rutting, surface drainage, dust control, surface material, and roadside obstruction. Techniques will be discussed that will help you to reduce unpaved road maintenance expenditures to 40 percent or less of current expenditures in three to five years.

#### Anatomy of a Grant: Grantwriting

August 13-14; September 23-24; October 21-22; November 4-5. Locations TBD. \$150. In this two-day workshop you'll learn practical steps to take toward grantwriting and how to approach the right funders for the dollars you need. The class will discuss writing three types of grants: federal, state, and foundations.

#### Snow and Ice Control Chemicals: Theory and Practice\*

September 16, Seattle; September 17, Tacoma; September 18, Chehalis; September 23, Wenatchee; September 24, Yakima; September 25, Walla Walla. \$35. Instructor: Dale Keep. Sessions will cover the difference between anti-icing and deicing, when each is appropriate for use, and how to use each method correctly. Included will be information on the advantages and disadvantages of both liquid and solid deicers, how they work, why they work and their limits. Also included is Total Storm Management.

#### Advanced Biological Assessment Preparation\*

October 16, Lacey. \$35. Instructor: Marion Carey. Topics include biological assessment content, information analysis, making appropriate effect determinations and common problems found in biological assessments. It will also cover conducting Essential Fish Habitat consultations. Students will come away with an

understanding of how to complete the contents of the biological assessment such as how to define the action area, and how to make and document effect determinations. Prerequisite: Introduction to ESA and Biological Assessments, or an understanding of the ESA and some experience writing biological assessments.

#### Introduction to GPS Mapping Grade Equipment

\$325. This is a special request class. Four to six students per session. Instructor: Max Schade. This is an introductory course on mapping grade GPS equipment and is taught by a Trimble-certified instructor. It is designed to provide basic knowledge and skills in the use of GPS technology in mission planning, data gathering, and data processing. The training will enable field operation personnel to use new methods and Trimble mapping grade equipment as well as understand problems encountered when using the GPS satellite constellation.

#### **LAG Training Program**

Unless otherwise stated, the courses in the LAG program are free.

- Appraisal Review Workshop: *LAG Manual* Chapter 25. This is a new course that has been added to the LAG program. Two sessions will be held on the west side, one session on the east side. Jim Salter, WSDOT Real Estate Office, instructing. February / April.
- Construction Documentation: *LAG Manual Chapters* 51, 52, and 53. For 2003 schedule, see page 2.
- Consultants: *LAG Manual* Chapter 31. Training is in development by University of Washington and will be available in winter 2003. There will be a cost but it is undetermined at this time.
- **DBE/EEO/OJT:** *LAG Manual* Chapters 26 and 27. This class will provide local agencies with a basic understanding of the rules and procedures on Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO), and On-the-Job Training (OJT) for federally funded projects. There are no sessions scheduled at this time.
- Contract Specification Writing: *LAG Manual* Chapters 42-46. Six sessions scheduled for 2003. See page 3 for dates.
- Emergency Relief Programs: LAG Manual Chapter 33. Curriculum is expected to be complete by winter 2003. The course covers instruction on procedures applicable to emergency projects funded by the Emergency Relief Program on federal-aid highways, and by the Federal Emergency Management Agency disaster assistance for projects not on federal-aid highways.
- **Enhancement Program:** About a year away from training, waiting on a new Federal act.

- Environmental/Introduction: LAG Manual Chapter 24. This includes Section 106 Process. Eight classes will be held in spring 2003 on east and west side. The title of the class will be "Environmental Overview for Local Agencies." See page 3 for dates. John Heinley of Highways and Local Programs instructing.
- **Funding Workshop:** *LAG Manual* Chapters 12, 21, 22, and 23. Agreements and supplements, prospectus, progress billings.
- **Right of Way Procedures Workshop:** *LAG Manual* Chapter 25 and the Federal Perspective. More classes will be scheduled in spring 2003.
- LAG Manual Overview: This course will give a basic overview of the *Local Agency Guidelines Manual* and the latest revisions. At least two classes to be held spring 2003, east and west side.

There will be many classes scheduled in the next few months. For those dates, check the WST2 training web page. It is important that you tell us if you have an interest in any of the courses listed here by logging on to our web site at http://www.wsdot.wa.gov/TA/T2Center/T2hp.htm and accessing the on-line request list. Click on "WST2 On-Line Request," fill out the form, and send. Individual classes will be developed in response to the request lists.

A new course, **Change Order Procedures** (LAG Chapter 52), is in development and is planned to be offered as an on-line training course. If you are interested in this course, please add your name to the request list.

If you have questions about the LAG Program, contact Ron Pate at (360) 705-7383 or Laurel Gray at (360) 705-7355.

# Road and Street Management Training Program

#### **Current Program Status**

The WST2 Center's Road and Street Management Program is structured around the training matrix finalized in April 2001 by the Training Committee of the NorthWest Pavement Management Association (NWPMA). The Training Committee, chaired by Mr. Bill Whitcomb, put considerable effort into identifying and prioritizing training topics that provide a set of technical skills of critical importance to the association members in the performance of their job duties and as a foundation for career advancement.

The Road and Street Management Program (RSMP) utilized the highest priority training topics identified by the committee in the development of a core set of courses that provide the necessary technical skills needed by today's pavement managers. In addition, non-technical courses that provide important career advancement skills are also included in the program.

The RSMP is designed around two sets of training courses; a group of ten required courses that provide the needed technical skills and a group of seven suggested elective courses that allows for more specialized training in an area of ones choice, other elective courses will be considered as well. It is anticipated that a student will complete the core set of courses and at least one elective. When completed, the student will earn a Certificate of Achievement (CA) in Road and Street Management. Courses do not need to be taken in any particular order so a student can join the program at any point. It is expected that three or four required courses will be offered each year, several may be offered as pre-conference workshops at the fall and spring NWPMA conferences. It is anticipated that students will be able to complete the program and earn a certificate in two to three years.

#### Road and Street Management Program — Technical Core Requirements

- 1. Concepts of Pavement Management
- 2. Pavement Condition Rating Training
- Preventive Maintenance Treatments
- 4. Fundamentals of Concrete Pavement Design
- 5. Fundamentals of Asphalt Pavement Design
- 6. Fundamentals of Pavement Construction
- 7. Fundamentals of Roadway Construction Materials
- 8. Effective Presentation Skills
- 9. Effective Writing Skills
- 10. Principals of Supervision

# Road and Street Management Program — Suggested Electives (Partial List)

- 1. Technical Math
- 2. Design and Maintenance of Gravel Roads
- 3. Integrating GIS and GPS Into Pavement Management
- 4. Environmental Concerns for Pavement Managers
- 5. Introduction to Finances for Pavement Managers
- 6. Asset Management
- 7. Highway Drainage

Credit will be given to students for courses completed since January 1, 2000. This is when the WST2 Center automated its student and course record keeping system. The courses that qualify under the program have been identified and will be flagged in the system to insure proper credit is given. Following is a listing of RSMP required courses that have been offered since January 2000:

#### Calendar Year 2000 Course Offerings

- Pavement Condition Rating Workshop
- Introduction to Pavement Management

#### Calendar Year 2001 Course Offerings

- Techniques for Pavement Rehabilitation
- Pavement Condition Rating Workshop

#### Calendar Year 2002 Course Offerings

- Design and Construction of Concrete Pavements
- Pavement Condition Rating Workshop
- Basic Supervisory Skills

We would like to encourage all the local agencies to lend their support to this program. This program offers benefits to both the student and the employer. By completing the program the student demonstrates his or her commitment to improving job performance, both technical and non-technical, and they acquire a well-rounded skill set to better serve the agency and the public.

For questions on this training program contact Bob Brooks, Pavement Technology Engineer, WST2 Center, (360) 705-7352 or BrookBo@wsdot.wa.gov.

# The Endangered Species Act 4(d) Training Program

The Regional Road Maintenance ESA 4(d) training program has been underway since March of 2002. Classes have been scheduled and agencies that have committed to the Regional Road Maintenance Program (RRMP) Guidelines and have submitted a "Part 3 Application" have been given priority for spots in the classes. There are classes available for anyone requesting this training program that may be looking to expand their roadway maintenance with this training program.

The Part 3 Application, which is a commitment to ten program elements (of which the training program is Element #4), can be obtained from the following web site: http://www.metrokc.gov/roadcon/bmp/pdfguide.htm or by contacting Janine Johanson at METRO KC (206) 205-7101.

As of November 2002, over 700 registrants have taken the 22 Regional Road Maintenance ESA Training Program offerings that have been scheduled since March 2002. There have been ten Track 2 courses, with 279 participants; eleven Track 3 courses, with 411 participants; and one Track 4 course, with 21 participants. There are classes scheduled through May of 2003, with future training dates and locations to be added to the on-line registration site in 2003. See next column for currently scheduled classes. Class dates are tentative.

The University of Washington's Transportation Professional Development Program (TRANSPEED) is coordinating and presenting the training program. The current series of training tracks are described here, including tuition rates. For program information or course registration, please contact Julie Smith at (206) 543-5539 or by e-mail: jsmith@engr.washington.edu. Those interested may also find program updates, information, and registration at: http://www.engr.washington.edu/~uw-epp/esa/reginfo

#### Four ESA Training Tracks

The ESA Training Plan has been grouped into four separate tracks: (1) Briefing for Regional level decision makers; (2) a training course addressing maintenance design and technical staff procedures involved in roadway maintenance activities; (3) a training course addressing field crew practices involved in roadway maintenance activities; and (4) a course to train agency level trainers in training skills applicable to the ESA training program. These trainers are selected by their agencies for this training after completion of track 2 and 3. Track 4, the trainer training track, will teach individuals instructional skills and techniques in a classroom, and field demonstrations to be utilized in teaching the program and BMP installations.

#### Track 1: Briefing for Regional Decision Makers

2 hours. No fee. An overview of the ESA program for regional level management and administration. This is a stand-alone training class and not part of the required training program and is offered by members of the Regional Road Maintenance Forum. Call Roy Harris or Gerry Crum at (425) 257-8800 for information. Information may also be obtained from the web site or by calling Janine Johanson at METRO KC (206) 205-7101.

# Track 2: Introduction, Design and BMP's, Monitoring, and Environmental Roles for Technical and Scientific Staff

January 14-15, Tacoma; January 29-30, Seattle/Kirkland; February 4-5, Snohomish/Skagit Counties, March 11-12, Seattle. \$250 per person. 1.4 CEUs. This course is a combination of the various procedures for technical, professional and environmental staff, supervisors and leads involved in maintenance activities. The track is an overview addressing: introduction to the Guidelines, design, habitat, ten program elements and maintenance BMPs to meet ESA requirements.

*Track 3:* Introduction and Outcome-based Road Maintenance
January 7, Everett/Skagit Counties; February 11, King
County; February 13, Seattle; February 25, Everett;
March 4, Pierce County; March 18, Seattle, March 20,
King County; March 25, Pierce County; March 27, Seattle;
April 8, Skagit County; April 10, Lake Forest Park. \$160
per person. 0.7 CEUs. This course is a combination of the
various procedures for field crews and leads involved
in maintenance activities. The track is an overview
addressing: introduction to the Guidelines, design,
habitat, environmental roles, ten program elements
and implementation of maintenance BMPs to meet
ESA requirements.

#### Track 4: Train-the Trainer for The Regional Road Maintenance Program

January 22-23, March 4-5, April 16-17, all Renton. \$270. 1.4 CEUs. For agency-selected ESA trainers. This is the training track to train skills and techniques, evaluate, prepare, and certify candidates to teach the RRMP class room (Tracks 2 and 3) and field demonstrations for BMP installations.

Expanding Environmentally Sound Roadway Maintenance Training While this training program has been and is focused on the ESA issues related to fisheries in the Puget Sound Region, the procedures developed by the team of state, local, and university experts outlines good management practices applicable in any area seeking a consistent environmentally sound roadway maintenance program. The benefit of these courses is that attendees are learning the applications while working in teams with peers to develop routine maintenance techniques to evaluate the site, design and select BMPs, recognize site conditions to help implement maintenance BMPs in a short, timesaving, workshop environment.



To register for a class in this section, use the contact listed above.

The prices in this section are for local agency/non-local agency.

#### Basic Highway Capacity 2000

January 6-8, Lacey. \$295/495.

This is the first of two courses in the highway capacity series that combine to provide comprehensive insights into all aspects of capacity and level-of-service analyses for highway, transit, pedestrian, and bicycle facilities. This course will provide participants with a basic understanding of fundamental concepts underlying the analysis methods contained in the 2000 edition of the Highway Capacity Manual. Upon completion of the course, participants should be able to successfully undertake basic facility evaluations, and should also be able to appropriately review and interpret the results of analyses conducted by others.

#### Stormwater Engineering for Transportation Professionals

February 11-13, Seattle. \$320/520.

This three-day course provides the roadway designer with advanced knowledge and applications in roadway drainage design. The course focuses on material which the designer will need in handling the challenges of storm water management and design while drawing on the most effective erosion, sediment and pollution control management practices available. Design considerations such as pumping stations and other stormwater management components will also be discussed.

#### Construction Inspection of Public Works Projects

February 24-25, Vancouver. \$270/450. This course covers major elements of inspector responsibility and authority, working relationships, recommended procedures, crucial documentation, contract provisions, and rules of conduct for minimizing claims and disputes between parties. It is intended for resident engineers and inspectors responsible for physical observations and approval of work during the construction of a public works project.

#### Public Works Construction Project Management

February 27-28, Vancouver. \$370/550.

Topics include laws governing public works construction in the state of Washington, contract change orders and extra work, specifications, procedures, responsibilities, and relationships between the designer, field construction engineering personnel, resident engineer, contractor and subcontractors. It will also cover the planning and execution of engineering work, inspection of materials and workmanship, the measurement and payment of work completed, and other tasks necessary for ensuring timely progress and avoiding costly delay claims.

#### Advanced Highway Capacity 2000

March 4-6, Seattle. \$420/620.

This three-day course is based upon the Revised 2000 Highway Capacity Manual and covers advanced applications of traffic flow and capacity analysis, including discussion and applications of delay, queuing and shock wave analysis. Highway capacity analysis software (HCS) is demonstrated and used by participants to solve workshop problems. Applications discussed and demonstrated cover freeways, arterials, roads and intersections and unsignalized intersections. Construction/maintenance work zone capacity is covered, a critical safety design consideration in handling traffic through work zones.

#### Technical Communication for Transportation Professionals

March 10-11, Seattle; May 19-20, Lacey. \$320/520. The engineer must routinely produce written documents ranging from short letters to lengthy reports, crafting them appropriately for a variety of readers including concerned citizens, politicians, reporters, other engineers, and contractors. Poorly planned or ineffectively written documents can result in confusion, wasted time, improper action, and lawsuits. This two-day course will enhance your professional effectiveness by improving your technical communication skills. Understanding the planning, writing, and reviewing processes will increase your efficiency, allowing you to produce more effective documents in less time. Learning how to be a better speaker will reduce your stress, improve your confidence, and make you a more valuable employee.

#### Traffic Engineering Operations-Revised Course

March 19-21, Seattle; June 16-18, Lacey. \$320/520. This is the second offering in the Traffic Engineering series. The three-day course focuses on elements of traffic engineering needed in traffic operations and design, including the latest regional practices. Participants will discuss the design and operation of freeways and arterials along with intersection and interchange design. Additional topics include planning and design considerations for pedestrians, roadway lighting, intersection control, street operations, speed zoning, roadway lighting, crash reduction countermeasures and cost-effectiveness, technical communications, legal aspects of traffic operations, environmental impact statements, and traffic calming.

#### Basic Roadway Geometric Design

March 24-26, Seattle. \$320/520.

This three-day course covers design principles, concepts and criteria for street, road, and highway geometric design. Discussions will cover current policies and manuals, in particular the 1990 and 1994 American Association of State Highway and Transportation Officials (AASHTO) policy on geometric design and the WSDOT Design Manual. While roadway geometry is a key subject area, cross-section and roadside design are also covered extensively. The emphasis in this course is on the geometric fundamentals, practice and acceptable approaches for meeting today's design challenges.

#### Legal Liability for Transportation Professionals

April 1-2, Seattle. \$270/450.

This course identifies the aspects of the legal process and law which must be understood for public agencies to respond effectively when confronted or threatened with legal action. You will examine the significance of engineering standards and guidelines, as well as public agency immunity and how this relates to maintenance practices. Other topics include special trials and trial alternatives, written vs. judge-made law, design immunity, the lack-of-money argument, forms of evidence, risk management, and litigation mitigation. Lectures are complemented by case studies in which the participant identifies potential liability and develops strategies to mitigate liability.

#### Roundabout Design Concepts and Guidelines

April 16-18, Seattle. \$520 (no subsidy)

In this course, you will review the planning phase of a roundabout, the operational analysis steps, and detailed design guidelines for roundabouts. The planning phase focuses on where roundabouts should be considered and issues inherent in the design and operation. The operational analysis covers the detailed performance of a roundabout and typical measures of effectiveness, such as capacity, delay, and queues. The design phase includes issues related to size, horizontal and vertical alignment, transit, pedestrians, bicyclists, signing, and striping.

#### **Techniques for Pavement Rehabilitation**

April 23-25, Lacey. \$295/495.

In this course, you will learn detailed information concerning the quality standards for pavement rehabilitation. You will learn concepts to assist you in developing the most reliable and cost effective rehabilitation alternatives for existing flexible and rigid pavements. The course addresses the problem of rehabilitation for both pavement types in a logical sequence: existing pavement structural evaluation and condition assessment, distress mechanisms, needs assessment, assignment of feasible alternatives from four categories of reconstruction, restoration, recycling and resurfacing (4R), selection of preferred alternatives, overall design and construction. You will receive course material that contains information useful in identifying potential problems and providing specific solutions, while understanding the effects on the final rehabilitated pavement. The instructor uses lectures and workshop sessions to provide you with hands-on experience with the techniques for pavement rehabilitation.

#### Managing Scope, Schedule and Budget

April 28-30, Spokane. \$685/885.

This three-day training explores practical methods used by successful project managers in the public and private sectors. It covers understanding the work breakdown structure; managing the scope of work; preparing a schedule that can be managed effectively; tracking milestones on the critical path; budgeting work in ways to facilitate cost control; managing risk and change; and how to recover when things go wrong. A highlight is the daily Management Clinic, where participants can get advice for improving their current projects.

#### Manual on Uniform Traffic Control Devices 2000

May 19-21, Lacey. \$320/520.

In a new three-day format, this course will cover the FHWA 1988 MUTCD which has been adopted by the WSDOT as the state sign manual. There have been many changes to the 1988 MUTCD as well as the 1993 edition of Part VI of the MUTCD. Lectures will be used to acquaint participants with application of effective design and installation concepts for traffic control devices. Legal, administrative and operational issues will be discussed. The overall objective of this course is to train personnel to provide the safest and most efficient traffic control devices. Specific objectives are for participants to gain an understanding of each step involved in providing traffic controls; identify and apply workable concepts and techniques; better understand the principles in the design and installation of traffic control devices; discuss techniques and procedures used by different agencies; assess the legal consequences of action and inaction relative to traffic control; and identify risk management techniques.

#### **Determining Contract Working Days**

June 3, Moses Lake. \$275/375.

During this one-day course, you will examine the essential elements of developing working days critical path schedules for transportation construction contracts. You will learn the importance of developing a construction strategy work plan and see how big picture issues affect construction sequencing and staging. You will review innovative contracting strategies and, through in-class exercises, work with a team to plan the critical path schedule for a project from beginning to end. An important focus will be on project delay risk factors and techniques for minimizing contractor delay claims.

#### Work Zone Traffic Control Plan (TCP) Design

June 25-27, Seattle. \$370/570.

This three-day course focuses on the steps necessary to develop a Traffic Control Plan (TCP) for construction, rehabilitation, and maintenance projects. Lectures cover topics such as planning elements of a TCP, types of work zone traffic control, traffic control features, design considerations, projected impacts of alternatives, and how to select preferred alternatives for final approval of the recommended TCP. Participants will complete in-class problems for review and discussion with the instructor.



To register for a class in this section, use the contact listed above.

Prices are for Early/Late Registration.

# New Technologies and Concepts in Stormwater Treatment February 5-6, Seattle. \$495/\$530.

The newness of stormwater treatment is reflected in the rapid availability of new treatment technologies and variants of the established systems like wet ponds. Manufactured treatment systems are putting a new face on stormwater treatment. These systems are of two genre: end-of-pipe units and inserts placed in the catch basins. A third area of innovation is the "green" ecoroof. Local government agencies and engineering consultants have questions regarding the capabilities and experiences of these systems. The course introduces attendees to the above technologies, with particular focus on the end-ofpipe products. Technologies covered include StormFilter, Stormtreat, Vortechnics, CDS, Baysaver, Downstream Defender, V2B1, and Stormceptor. The technical expert for each manufacturer will describe their product's technology. Subjects covered include how the technology removes pollutants, the type of pollutants removed, costs, and maintenance. Performance data will be presented including new data collected during the 1999-2000 wet season. There will be ample opportunity for attendees to inspect equipment exhibits. Following presentations by the manufacturers, the systems will be compared and contrasted to each other, and to commonly used technologies in the public domain. The comparison will be made using the recently developed APWA protocol for evaluating the equivalency of stormwater treatment systems.

# How to Evaluate and Condition Wetland and Mitigation Design Plans February 12-13, Seattle. \$475/\$510.

If you are responsible for reviewing, commenting on and conditioning wetland, stream or upland mitigation plans, this two-day course is for you. This course will give you the tools you need to confidently review and condition habitat restoration and mitigation plans. You will learn what to look for in submitted designs and how to write effective conditions and ask for revisions that assure the plan's success and long-term viability.

#### **Writing for Success**

February 24, 26, March 3, 5, and 10, Seattle. \$425/\$480. The success of both the individual and the company can depend on the effectiveness of written communication. Rated as "outstanding" by participants, this course will give practical, results-oriented answers to such questions as: (1) What are four important principles of effective communication? (2) What are the most important features of the writing process? (3) How do you form a mental picture of your audience? (4) How can the scratch outline technique help you start a document? (5) How do you write a reader-friendly document? (6) What is writer's block and how do you overcome it? (7) What are five characteristics of effective style? (8) How do you avoid the most common grammar and usage mistakes?

#### Geology and Geomorphology of Stream Channels

February 26-27, Seattle. \$495/\$530.

This popular course is presented in cooperation with the Center for Urban Water Resources Management at the University of Washington. It will develop the fundamentals of stream-channel geomorphology and describe their application in a variety of settings common to the Pacific Northwest. Special topics will be presented by expert practitioners for each particular subject. A variety of field methods will also be presented to train course attendees in the efficient and accurate collection of pertinent information, following protocols that are well suited to the conditions of Pacific Northwest streams and that meet established standards of data quality.

#### Mentoring and Coaching Workshop — New

March 11, Seattle. \$310/\$345.

This workshop is for individuals and organization leaders who want to improve their mentoring and coaching skills and develop a program to assist others in their professional growth. It covers the key steps of a mentoring program including selecting and matching participants, the phases of a mentoring relationship, and ensuring a successful process. You will observe and practice specific coaching skills, including giving and receiving feedback, motivating performance and handling conflict.

# How to Improve Stormwater Management Using Low Impact Development Practices

April 9-10, Seattle. \$475/510.

This course will examine a number of techniques used to maintain a site's natural hydrology. These techniques include careful site assessment; preservation of native vegetation, natural drainages and porous soils; reduction and disconnection of impervious surfaces; use of numerous, small-scale hydrologic controls throughout the site; clustering of development; regular maintenance; pollution prevention; and public education.

# **Quaternary and Engineering Geology in the Puget Sound Lowlands** May 1-2, Seattle. \$475/\$510.

This course will present the Quaternary geologic framework of central and southern Puget Sound, describe the geologic processes that created the landscape and subsurface deposits, and demonstrate applications to problems of geologic hazards, development, and human activity. An optional field trip is available for Saturday, May 3. \$110, includes lunch and transportation.

#### Infiltration Facilities for Stormwater Quality Control

May 14-15, Seattle. \$475/\$510

The course will cover infiltration basins, infiltration trenches, below-grade perforated pipes, downspout infiltration systems and porous pavements. The most critical consideration in specifying infiltration systems is the soil infiltration rate, groundwater elevation and presence of layers restricting percolation. Some options, such as soil amendment and underdrains, may still permit the use of infiltration, but specifying them requires care. Clogging and groundwater contamination are also critical issues. These key factors and others will be emphasized

in presenting the current state of knowledge on locating, sizing, designing, building and specifying maintenance to maximize infiltration technology advantages and yet avoid problems. This comprehensive course will include engineering criteria, guidelines and specifications for implementing infiltration techniques, as well as case studies from practice, examples of sizing calculations and exercises to give attendees opportunities to apply the concepts in class. In addition, the course includes a half-day field trip to local infiltration sites and a full course manual.

# **Biological and Ecological Assessment and Monitoring — New** June 4-5, Seattle. \$475/\$510

This course offers a comprehensive, hands-on introduction to stream ecology and provides the skills necessary to successfully develop and implement an assessment program based on biological and ecological principles. The course will take a "theory-to-practice" approach to understanding the basic concepts of ecology as applied to aquatic ecosystems in urbanizing watersheds and will demonstrate current monitoring tools and methods.

# Engineering Professional Programs (EPP) University of Washington Contact Emily West (206) 543-5539, fax (206) 543-2352 http://www.engr.washington.edu/epp

To register for a class in this section, use the contact listed above.

# Drilling and Blasting Techniques for Construction and Quarrying in Seattle

January 13-17, Seattle. 8 a.m. – 5 p.m. \$1,199 by December 30/\$1,299 thereafter. Learn to effectively plan and manage the drilling and blasting project from initial cost estimation to final project evaluation. Special emphasis will be placed on the role project management plays reducing risk and legal liability.

#### **Cold Regions Engineering Short Course**

January 9-13, May 15-19, August 7-11, October 30-November 3, all Seattle. \$1,295 early registration, \$1,355 late registratopm

#### **Engineering Refresher Courses**

Three evening courses provide thorough preparation for State of Washington engineering examinations.

#### E.I.T./Fundamentals of Engineering Exam Review

February 10 – March 19, 2003. \$495. Monday & Wednesday, 6:30 - 9:00 PM University of Washington campus, Seattle

#### Mechanical P.E. Exam Review

February 18 – March 27, 2003. \$645. Tuesday & Thursday, 6:30 - 9:00 PM University of Washington campus, Seattle

#### Civil P.E. Exam Review

February 25 – April 1, 2003. \$495. Tuesday & Thursday, 7:00 - 9:30 PM University of Washington campus, Seattle

#### Fleet and Shop Management Workshops

One workshop: \$349Two workshops: \$640Three workshops: \$840

Three interactive workshops for fleet professionals taught by John Dolce, respected fleet manager, consultant, and educator. Develop cost-effective management strategies suited to your operation. Practice what you've learned in group activities that utilize planning, organization, implementation, and evaluation. Workshops include extensive course materials, breakfast, and a certificate awarding Continuing Education Units from the University of Washington.

#### Alternative Fuels and Advanced Technologies

Thursday, March 27, Seattle.

Receive vital information about why alternative fuels and advanced technologies are in your future. Learn about the new fuel and energy sources available for fleets in both the light and heavy duty weight classes. Learn how the new fuels are handled and stored, how to adjust your present facility, and procedures to make a successful transition to alternative fuels and vehicles.

#### Vehicle Fleet Management

Friday, March 28, Seattle.

Vehicle Fleet Management offers you a comprehensive examination of the capital and operating budget, inventory assessment process, and vehicle replacement policy. You will examine your fleet's current status and learn methods to immediately improve your management skills. The class features group exercises, discussion, and case studies to help you devise practical solutions to your professional challenges.

#### **Effective Shop Management**

Saturday, March 29, Seattle.

This class provides information and techniques on how to reduce expenses over the entire range of shop operations. This one-day workshop will review the actual cost savings areas involved in the management of the vehicle shop from both a shop and a corporate perspective. In-house, outsourced, or a balance of both will be discussed. Fleet professionals will learn specific techniques through activities that utilize planning, organizing, evaluating, prioritizing, implementing, tracking, and follow-up.



To register for a class in this section, use the contact listed above.

APWA's audio-web conferences offer a new and popular, cost-effective way of learning and sharing information through the use of tools sitting on your desk: a telephone and a PC with web access. Listen to the speakers through your telephone, and view the visual presentation via the web. Programs average two hours in length and include printed speaker handouts and feature live Q&A. Participate from your desk, or in a group setting by connecting through a conference/speaker phone and projecting the web image upon a screen. You can earn 0.2 CEUs for a \$7 processing fee.

\$150 per session. Sessions begin at 8:00 a.m. and end at 10:00 a.m. on the west coast. Further information and registration available at the web site above, or call (816) 472-6100.

MUTCD Deadlines You Need to Know January 23

Water Supply February 12

Right of Way (ROW)
March 13

Selection of Consultants April 9

Community Outreach & Public Information — Executive Series May 22

**Privatization** June 18

#### Missed a Click, Listen & Learn?

Order CDs from the following classes by going to the web site. \$49 members/\$59 non-members.

- Risk Management and Tort Liability of the Roadways-What you Need to Know to Protect Your Agency
- Effective Use of Chemicals and Abrasives for Winter Road Maintenance
- Implementing GASB 34 What It Could Mean For You
- Storm Water NPDES Phase II: Setting Measurable Goals for Your BMPs
- Conflict Solving for the New Supervisor
- Using Gut-level Emotion to Make Safety Training Stick: An Alternative Approach that YOU Can Use
- Cutting Through the Dust: Dirt and Gravel Road Maintenance
- Countering Disaster "BEFORE IT STRIKES"
- Constructing FLEET Charge-Back Rates in Public Works
- Performance Measures for Public Works WORKOUT
- Are You Prepared to Respond to a Disaster?
- MUTCD: Setting You Straight on the Changes

#### **Washington State Emergency Management Division**

Contact Rosanne Garrand (253) 512-7048 or (253) 512-7000 www.wa.gov/wsem/index.htm

To register for a class in this section, use the contact listed above.

There is **no fee** for any of these classes. Check their web site for closed classes or changes in dates/locations.

#### **Basic Public Information Officer (G290)**

February 25-27, South King County; October 21-23, Snohomish County.

#### Debris Management (G202)

July 16-17, Pierce County.

#### **Developing Volunteer Resources (G244)**

November 13, Pierce County.

# Effective Communications, and Decision Making in a Crisis (G242/G247)

January 14-16, Spokane County.

#### **Emergency Operations Center (G275)**

June 17-19, Snohomish County.

#### Flood Fight Operations (G361)

September 9-11, Cowlitz County.

# Leadership & Influence, and Decision Making in a Crisis (G240/G247) July 29-31, Snohomish County.

Emergency Medical Services Operations and Planning for WMD May 2, Camp Murray.

#### **Emergency Planning (G235)**

March 25-27, Tri-Cities; November 4-6, Pierce County.

#### **Emergency Response to Domestic Biological Incidents**

February 25-27, Bellingham.

#### Exercise, Design and Evaluation (G-120/G130)

Prerequisite: G-230 Principles of Emergency

Management; Independent Study Course (IS) 120 is recommended to be completed prior to attendance. March 11-13, Thurston County; September 23-25, Spokane County.

# Hazards in the US (HAZUS) and Northwest Earthquake Threats (G307)

June 10-11, Pierce County; August 5-6, Snohomish County; October 14-15, Spokane County.

#### Mass Fatalities (G386)

May 20-21, South King County.

# Post-Earthquake Safety Evaluation of Buildings, and Rapid Visual Screening of Buildings (ATC-20/ATC-21)

February 7, Clark County; March 21, Thurston County.

#### Principles of Emergency Management (G230)

This course is a prerequisite for G388, G120, and G235. April 29-May 1, South King County.

# Public Works: Planning for and Responding to a Terrorist WMD Incident

February 10-12, Camp Murray.

# Weapons of Mass Destruction: Responder Awareness, Responder Operations, Incident Command, Incident Response to Terrorist Bombings (G357 series)

January 28-31, Tri-Cities; April 8-11, Ellensburg; September 9-12, Clallam County.

These four courses can be taken together as a four-day course, or individually as one-day courses. However, Responder Awareness is a prerequisite for the others.

# Washington Environmental Training Center Green River Community College

Auburn, Washington (800) 562-0858 or (253) 833-9111 x3369 www.ivygreen.ctc.edu/wetrc

To register for a class in this section, use the contact listed above.

#### Asbestos Cement Pipe Work Practice Procedures

January 9, February 20, April 10, June 12, all Auburn. \$145, 0.7 CEU.

#### **Basic Electrical**

April 1-3, Auburn; May 13-15, Yakima. \$275, 2.1 CEUs.

#### Competent Person and Cave-in Protection

February 11-12, Snohomish; April 7-8, Spokane; June 16-17, Auburn. \$210, 1.4 CEUs.

#### **Cross-Connection Control Basic Course**

April 7-8, Auburn; April 21-22, Everett. \$195, 1.4 CEUs.

#### Cross-Connection Control Certification Exam Review

January 10, Auburn; January 24, Richland; May 5, Everett; May 19, Auburn. \$135, 0.7 CEU.

#### **Process Control and Instrumentation**

February 19-20, Everett; June 11-12, Tacoma. \$225, 1.4 CEUs.

#### **Pump Operation and Maintenance**

February 25-27, Everett; April 15-17, Richland; June 9-11, Auburn. \$275, 2.1 CEUs.

#### Wastewater Certification Exam Review

January 22-23, Auburn; April 8-9, Yakima; May 13-14, Auburn. \$195, 1.4 CEUs.

#### Water Distribution Certification Examination Review

January 6-8, Auburn; May 6-8, Tacoma; May 20-22, Everett. 2.1 CEUs. \$265. 2.1 CEUs.

#### Water Treatment & Basic Treatment Operator Certification Examination Review

January 29-30, Yakima; April 23-24, Yakima. \$180, 1.4 CEUs.

#### **Water Works Basics**

April 1-3, Everett; April 28-30, Auburn. \$275, 2.1 CEUs.

#### Washington State Department of Personnel (DOP)

Human Resource Development Services (360) 664-1921 http://hr.dop.wa.gov/training

To register for a class in this section, use the contact listed above.

All state, city, county, PUD's, ports, tribes, and other public entity employees are eligible to register for any of the following classes. State agency employees should register through their training manager or registration representative who has on-line access to DOP registration. Public agencies can register by calling the number above. You will need to have authority to commit funds, or a purchase order number.

New classes are posted to the DOP web site on the 4th Monday of each month. There are many classes available other than those listed here; check their web site for the complete listing. Your agency can be placed on the monthly course schedule mailing list by calling the phone number above.

Approximately 25% of these classes are high-demand classes and you may need to plan well in advance to attend. However, if demand is high enough for any particular class, another session can be scheduled by calling the program manager with your request.

Your agency can purchase an entire class. Fees will vary depending on the type of class and total number of participants. If you are interesting in purchasing a course, call the Program Manager for the course you are interested in. Program managers are listed on the "Training Programs and Program Managers" page of the above web site.

#### Communication

#### **Designing Effective Training Programs**

(01-03-E005) - \$175

Olympia: Jan 8-10, Mar 31-Apr 2

#### **Editing & Proofreading Skills**

(01-03-EW39) - \$125

Olympia: Jan 21-22, Mar 18-19

#### **Editing the Writing of Others**

(01-03-EW33) - \$70

Olympia: Feb 27, Apr 4

#### **Grammar Review**

(01-03-EW28) - \$125

Olympia: Jan 7-8, Feb 11-12, Mar 24-25, Apr 8-9

#### **Grant Writing**

(01-03-EW40) - \$135

Olympia: Feb 4-5, Apr 22-23

Handling Emotions Under Pressure

(01-03-ZM37) - \$85 Olympia: Apr 2

**Interpersonal Communication Skills** 

(01-03-E008) - \$95

Olympia: Feb 10-22, Apr 17-18

Spokane: Mar 17-18

Interpersonal Conflict Management

(01-03-E00T) - \$125

Olympia: Jan 9-10, Mar 20-21

Presentation Skills

(01-03-E002) - \$160

Olympia: Feb 10-12, Mar 26-28

Presentation Skills, Advanced

(01-03-E001) - \$125 Olympia: Jan 23-24

**Proofreading Skills** 

(01-03-EW31) - \$70 Olympia: Feb 3, Mar 3

**Punctuation Skills** 

(01-03-EW36) - \$70 Olympia: Jan 28, Mar 11

Seattle: Mar 18

Serving Difficult Clients

(01-03-E006) - \$125

Olympia: Jan 13-14, Mar 3-4

Technical Writing: Editing & Proofreading Techniques for

**Technical Writers** 

(01-03-EW38) - \$145 Olympia: Mar 25-26

Technical Writing: Tricks of the Trade

(01-03-EW37) - \$145

Olympia: Feb 25-26, Apr 15-16

Writing Manuals & Instructional Material

(01-03-EW15) - \$70 Olympia: Feb 4

Writing Minutes & Meeting Notes

(01-03-EW19) - \$70 Olympia: Apr 30

Writing Policies & Procedures

(01-03-EW10) - \$135 Olympia: Mar 4-5

Writing Skills

(01-03-EW04) - \$110

Olympia: Jan 14-15, Feb 18-19, Mar 12-13, Apr 1-2

#### Computer Training – PC Application Program

Access 2000 — Level 1 (2 Days)

(01-04-D350) - \$190

Olympia: Jan 2-3, Jan 23-24, Feb 5-6, Feb 20-21, Mar 6-7, Mar 24-25, Apr 9-10, Apr 30-May 1

Access 2000 — Level 2 (2 Days)

(01-04-D351) - \$190

Olympia: Jan 8-9, Feb 13-14, Mar 17-18, Apr 17-18

Access 2000 — VBA Programming

(01-04-D321) - \$390

Olympia: Jan 14-16, Apr 28-30

Access XP/2002 Level 1 (2 Day)

(01-04-D256) - \$198

Olympia: Jan 9-10, Mar 13-14

Access XP/2002 Level 2 (2 Day)

(01-04-D257) - \$198

Olympia: Feb 18-19, Apr 29-30

Acrobat 5.0

(01-04-D418) - \$380

Olympia: Jan 9-10, Apr 1-2

Excel 2000 — Level 1 (1 Day)

(01-04-D322) - \$95

Olympia: Jan 10, Jan 29, Feb 21, Mar 14,

Apr 7, Apr 28

Excel 2000 — Level 1: A Foundation in Spreadsheets

(01-04-D323) - \$190

Olympia: Jan 2-3, Jan 27-28, Feb 18-19, Mar 5-6,

Mår 27-28, Apr 21-22

Excel 2000 — Level 2 (2 Days)

(01-04-D324) - \$190

Olympia: Jan 16-17, Feb 24-25, Mar 24-25, Apr 24-25

Excel 2000 — Macros, Data Analysis & Customization

(01-04-D325) - \$210

Olympia: Jan 8-9, Feb 26-27

Excel XP 2002 — Level 2 (2 Day)

(01-04-D385) - \$190

Olympia: Feb 6-7, Apr 14-15

Excel XP 2002 Level 1 — A Foundation in Spreadsheets (2 day)

(01-04-D262) - \$198 Olympia: Apr 14-15

Excel XP/2002 Level 1 (1 Day) (01-04-D386) - \$99

Olympia: Jan 8, Mar 7

Internet Fundamentals & Research

(01-04-D318) - \$95

Olympia: Feb 18

Outlook 2000 – Level 1

(01-04-D326) - \$95

Olympia: Jan 30, Apr 3

Outlook 2000 — Level 2

(01-04-D327) - \$95

Olympia: Feb 3, Apr 21

Outlook XP/2002 Level 1

(01-04-D290) - \$99

Olympia: Mar 10

Pagemaker 6.5 Level 1: Fundamentals

(01-04-D352) - \$120 Olympia: Mar 24

PageMaker 6.5 — Level 2: Production

(01-04-D353 - \$135 Olympia: Mar 31

PhotoShop 6.0 — Level 1

(01-04-T054) - \$375

Olympia: Feb 24-25, Apr 29-30

PhotoShop 6.0 — Level 2 Web Production

(01-04-T058) - \$375

Olympia: Feb 26-27

PowerPoint 2000 — Level 1

(01-04-D328) - \$95

Olympia: Jan 6, Feb 7, Mar 10, Apr 8

PowerPoint 2000 — Level 2

(01-04-D329) - \$95

Olympia: Jan 21, Mar 20

PowerPoint XP/2002 Level 1

(01-04-D258) - \$99

Olympia: Jan 7, Mar 19

Project 2000 (3 Days)

(01-04-D335) - \$320

Olympia: Jan 13-15, Feb 12-14, Mar 17-19, Apr 16-18

Publisher 2000

(01-04-D313) - \$95

Olympia: Jan 13, Apr 15

Windows 2000 For Users New to Windows — Level 1

(01-04-D355) - \$95

Olympia: Feb 3

Windows XP ½ Day: Quick Start

(01-04-D261) - \$75

Olympia: Jan 6 am, Jan 6 pm, Apr 16 am, Apr 16 pm

Word XP/2002 — Level 1

(01-04-D384) - \$99

Olympia: Jan 27, Apr 11

Word XP/2002 Level 2: Tables, Styles and Charting

(01-04-D387) - \$99

Olympia: Jan 31, Apr 25

Word 2000 — Level 1

(01-04-D330) - \$95

Olympia: Jan 23, Feb 28, Apr 3

Word 2000 — Level 2: Templates, Tables, & Styles

(01-04-D331) - \$95

Olympia: Jan 6, Jan 31, Feb 28, Apr 4, Apr 28

Word 2000 — Merges, Macros, & Forms

(01-04-D332) - \$110

Olympia: Jan 13, Mar 19

Word 2000 Level 4: Long Documents

(01-04-D333) - \$110

Olympia: Feb 18

#### Computer Training – Information Technology Training

Dreamweaver 4 - Level 1

(01-04-T072) - \$260

Olympia: Feb 4-5, Mar 25-26

Dreamweaver 4 – Level 2

(01-04-T073) - \$260

Olympia: Jan 7-8, Mar 3-4

Dreamweaver UltraDev 4

(01-04-T082) - \$875

Olympia: Feb 19-21

FrontPage 2000 — Level 1

(01-04-T022) - \$190

Olympia: Jan 2-3, Feb 12-13, Mar 20-21, Apr 28-29

FrontPage 2000 — Level 2

(01-04-T032) - \$215

Olympia: Jan 21-22, Mar 27-28

HTML: Creating Web Pages — Level 1

(01-04-D196) - \$120

Olympia: Feb 4, Mar 26

HTML: Creating Web Pages — Level 2 (2 Days)

(01-04-T055) - \$215

Olympia: Jan 14-15, Mar 11-12

Project Management: Best Practices for Managing Software Projects

(01-04-T085) - \$365

Olympia: Feb 19, Feb 27

Web Design & Usability Techniques

(01-04-T084) - \$395

Olympia: Jan 22-23, Apr 22-23

#### **Customer Service Program**

**Customer Service** 

(01-03-E059) - \$75 Olympia: Feb 18

**Healing the Customer Relationship** 

(01-03-ZM61) - \$85 Olympia: Mar 6

#### **Health and Safety**

**Defensive Driving** 

(01-07-EE33) - \$30 Everett: Feb 25 Moses Lake: Feb 12

Olympia: Jan 14, Feb 21, Mar 12, Apr 4

First Aid, Basic (1 Day)

(01-07-EE31) - \$30

Olympia: Jan 22, Apr 16

First Aid, Basic (2 Days)

(01-07-EE29) - \$45 Olympia: Feb 13-14

**Managing Job Stress** 

(01-07-EE05) - \$125

Olympia: Jan 21-22, Mar 10-11

Violence in the Workplace

(01-07-M206) - \$65

Olympia: Jan 6, Feb 3, Mar 31

#### Management/Supervisory

Coaching: Bringing Out the Best in Others

(01-09-ZM52) - \$85

Olympia: Jan 31, Feb 19, Mar 19, Apr 9

Communication Skills for Supervisors & Lead Workers

(01-09-M237) - \$100

Olympia: Jan 7-8, Mar 27-28

Entry Management Development Core Program — Phase 1

(01-09-M002) - \$100

Olympia: Jan 28-31, Feb 4-7, Mar 4-7, Apr 8-11, Apr 14-17

Seattle: Feb 3-6 Tacoma: Jan 21-24

Entry Management Development Core Program — Phase 11

(01-09-M110) - \$125 Olympia: Feb 19-21 **Establishing Performance Expectations** 

(01-09-ZM14) - \$85 Olympia: Jan 16

**Giving Recognition** 

(01-09-ZM35) - \$85 Olympia: Mar 14, Apr 9

#### **Professional Development**

**Effective Meeting Management** 

(01-14-M084) - \$75 Seattle: Jan 7

**Facilitator Skills Training** 

(01-14-DP72) - \$175 Olympia: Mar 11-13

Facilitator Skills Training, Advanced

(01-14-EPC2) - \$120

Olympia: Jan 23-24, Apr 23-24

**Managing Your Priorities** 

(01-14-ZM39) - \$85 Olympia: Feb 5

Personal Strategies for Navigating Change

(01-14-ZM57) - \$85 Olympia: Feb 21, Apr 16

Sexual Harassment Awareness & Prevention

(01-14-EP49) - \$50 Olympia: Jan 14 Seattle: Apr 11 Spokane: Feb 11 Tacoma: Mar 7

Success Habits

(01-14-EP04) - \$75 Olympia: Feb 13

**Time Management** 

(01-14-M094) - \$75

Olympia: Feb 14, Mar 4, Apr 15

**Understanding the Diverse Workforce** 

(01-14-EP50) - \$60 Olympia: Jan 6, Mar 24

Seattle: Apr 9 Spokane: Feb 3 Tacoma: Feb 5 Yakima: Feb 4

# Human Resource Education and Liability Prevention (HELP Academy)

The HELP Academy is a comprehensive and customized approach to training managers and human resource professionals in the state of Washington on a cross section of employment law issues. The HELP Academy addresses today's human resource areas of high liability such as failure to accommodate, sexual harassment, violence in the workplace, domestic violence, wrongful discharge, negligent hiring, and the Fair Labor Standards Act (FLSA). All curriculum has been tailored toward a public sector environment and Washington State laws, regulations, and systems. The modules are taught by practicing attorneys from the firm of Littler Mendelson in Seattle. The firm specializes in employment law and the trainers highlight the training material with their actual courtroom experiences. You may need to plan many months ahead to get into these classes. Course descriptions are available on their web page at http://hr.dop.wa.gov/helpacademy/index.htm.

If you would like to sponsor a HELP Academy session for your agency, call Jean Backman at (360) 664-1933.

#### HELP: Hiring, Performance and Corrective Action (Module A)

(01-09-HR08) - \$220

Olympia: Jan 6-7, Mar 6-7, Apr 3-4

#### HELP: Workplace Violence and Employee Safety (Module B)

(01-09-HR10) - \$220

Olympia: Jan 13-14, Mar 10-11

#### **HELP:** Equal Treatment (Module C)

(01-09-HR20) - \$220

Olympia: Feb 20-21, Apr 24-25

#### HELP: Compensation and Labor Relations (Module D)

(01-09-HR30) - \$220 Olympia: Jan 30-31

#### **HELP:** Managing Diversity (Module E)

(01-09-HR40) - \$110 Olympia: Feb 28, Apr 18

# **Private Agency Sponsored Training**

#### **Associated General Contractors of Washington**

Contact Mary Beggs (206) 284-4500, fax (206) 284-4595 www.ConstructionEd.com

To register for a class in this section, use the contact listed above.

Listed below is the AGC 2003 schedule. See their web site for updated information and course descriptions.

#### **Environmental Courses**

Construction Site Erosion and Sediment Control Certification

These WSDOT approved classes are presented by the AGC and available on the following dates: January 8-9, Vancouver; January 22-23, Renton; February 5-6, Everett; February 19-20, Seattle; March 4-5, Wenatchee; March 19-20, Tacoma; April 3-4, Bellingham; April 17-18, Shoreline; May 7-8, Chehalis/Shelton; May 21-22, Renton; June 11-12, Olympia. \$250

Leadership in Energy Environmental Design (LEED)

May 14-15, Seattle. \$399

Stormwater Treatment

February 14, Seattle. \$199

Toxic Mold

May 2, Seattle. \$115

#### Construction Technical Skills

CTS Math Refresher

February 18, 20, 25, Seattle. \$150

**Reading Plans and Specs** 

January 13, 15, 20, 22, 27, 29, February 3, 5, Seattle; January 14, 16, 21, 22, 28, 30, February 4, 6, Tacoma. \$295

Interpreting Plans and Specs

March 5, 10, 12, 17, 19, 24, 26, 31, Seattle; March 6, 11, 13, 18, 20, 25, 27, April 1, Tacoma. \$295

**Quantity Take-Off** 

April 7, 9, 14, 16, 21, 23, 28, 30, May 5, Seattle; April 8, 10, 15, 17, 22, 24, 29, May 1, 6, Tacoma. \$295

Estimating and Bidding

May 12, 14, 19, 21, 26, 28, June 2, 4, 9, 11, 16, 18, Seattle; May 13, 15, 20, 22, 27, 29 June 3, 5, 10, 17, 19, Tacoma. \$295

#### **Computers**

AutoCad

April 1 & 3, Seattle. \$155

Introduction to Excel

February 25 & 27, Seattle; April 8 & 10, Seattle. \$125

Intermediate Excel

April 22 & 24, Seattle. \$155.

Introduction to MS Project

February 11 & 13, Seattle; May 6 & 8, Seattle. \$125

Advanced MS Project

May 6 & 8 Seattle. \$155

Management

**Construction Quality Management** 

February 28, April 11, June 13, Tacoma. \$115

Brown Bag Lunch Series-Training Tools for Exceptional Supervisors

March 5, 12, 19, 26, April 2, 9, 16, 23, Seattle. \$295

Construction 101, An Overview Seminar

January 10, Tacoma. \$115

Four Roles of Leadership

May 9 & 16, Seattle. \$195

Construction Law

March 20, 27, April 3, 10, 24, 1, Seattle. \$295

**Creating Business Plans** 

March 26, Seattle. \$115

Lien Law

February 7, Seattle. \$115

Supervisor's Labor Relations Tool Kit

April 16, Seattle. \$115

Supervisory Training Program (AGC of America Certification Program)

Supervisory Overview Class

Jan 28, 30, Feb 4, 6, 11, Renton, \$369, ONLINE starts January 20. \$449

Leadership and Motivation

ONLINĖ starts January 20. \$449

Oral and Written Communication

Feb 4, 6, 11, 13, 18, Seattle. \$349, ONLINE starts April 14. \$449

**Problem Solving** 

ONLINE starts January 20. \$449

**Construction Documents and Contract Law** 

ONLINE starts April 14. \$449

Planning and Scheduling

ONLINE starts April 14. \$449

**Cost Awareness** 

April 15, 17, 22, 24, 29, Renton, \$369, ONLINE starts January 20. \$449



To register for a class in this section, use the contact listed above.

#### Accident Investigation/Safety Inspection

April 8, Spokane. \$180/\$210

#### **Basic Industrial Hygiene**

May 8, Seattle. \$180/\$210

#### Effective Driving Safety Programs/Roadway & Work Zone Safety

March 4, Spokane; June 26, Seattle. \$180/\$210

#### Fire Safety/Emergency Planning & Preparedness

March 3, Spokane; June 12, Seattle. \$180/\$210

#### First Aid/CPR Instructor Certification

February 24-26, May 19-21, August 4-6, November 3-5, all Seattle. \$650/\$695

#### Flagger Instructor Certification

March 3-4, June 9-10,

September 22-23, December 15-16, all Seattle. \$415/\$455

#### Hazardous Material Requirements for Safety Specialist

April 16, Seattle; May 6, Spokane. \$180/\$210

#### Lift Truck Instructor Certification

January 13-16, Seattle; February 10-13, Portland; March 10-13, Seattle; April 21-24, Seattle; June 16-19, Seattle; July 14-17, Portland; September 15-18, Seattle; October 20-23, Seattle; November 10-13, Portland; December 8-11, Seattle. \$945/\$995

#### Mobile Equipment Instructor Update

January 29, Portland; January 30, Seattle; April 25, Seattle; July 24, Portland; July 25, Seattle; October 15, Portland; October 16, Seattle. Pre-requisites apply. \$178/\$198

# Personal Protection Equipment (PPE)/Forklift Training & Operation, Materials Handlina

April 3, Seattle; May 5, Spokane. \$180/\$210

#### Pilot/Escort Vehicle Operator Certification

April 11, Spokane; August 15, Seattle; December 5, Seattle. \$135

#### Pilot/Escort Vehicle Operator Recertification

January 25, Seattle; April 12, Spokane; August 16, Seattle; December 6, Seattle. 4 hours. \$78

#### **Practical Workplace Ergonomics**

April 24, Seattle; June 3, Spokane. \$180/\$210

#### Safety Committee/Safety Meetings

March 6, Seattle; April 7, Spokane. \$180/\$210

# Safety Orientation, Communications & Recognition/Facility & Office Safety

March 27, Seattle; June 2, Spokane. \$180/\$210

#### Washington Traffic Control Supervisor

February 10-12, May 12-14, August 11-13, November 10-12, all Seattle. \$395/\$480

#### Washington Traffic Control Supervisor Recertification

February 13, May 15, August 14, November 13, all Seattle. \$155/\$185

#### **Conferences**

#### Road Builders' Clinic

March 4-6, Coeur D'Alene, Idaho. Contact Kelly Newell at Washington State University 1-800-942-4978 for information or registration.

#### Society for Ecological Restoration 2003 Regional Conference

March 24-28, Oregon Convention Center, Portland, Oregon. For information contact the University of Washington Engineering Professional Programs at (206) 543-5539.

#### APWA 2003 Spring Conference

April 8-11, Semi-Ah-Moo Resort (1-800-770-7992 for reservations), Blaine, Washington. Sponsored by City of Bellingham.

#### Northwest Pavement Management Association Conference

Spring: April 15-16, Tacoma Fall: October 21-23, Vancouver

These dates are tentative. Contact Bob Brooks at WSDOT for information (360) 705-7352.

#### Partners in Emergency Preparedness Conference

April 22-23, DoubleTree Inn, Bellevue. This conference is for government emergency managers, police and fire personnel, and communications staff. Registration opens February 17.

#### Road and Street Maintenance Supervisor's School

East: September 30-October 2, Spokane Valley West: December 2-4, Tacoma

Contact Kelly Newell at Washington State University for information 1-800-942-4978.